

LOUISIANA DEPARTMENT OF NATURAL RESOURCES

HUMAN RESOURCE POLICY NO: 27

EFFECTIVE DATE: January 6, 2004

SUBJECT: Human Resource
Certification Compliance

AUTHORIZATION: Chapter 9 of Title 36 article
X of the Constitution

I. POLICY:

It shall be the policy of the Department of Natural Resources that each personnel transaction shall comply with Article X of the Constitution of the State of Louisiana, the Civil Service Rules, The Uniform Classification and Pay Plans and the policies and procedures issued by the Director of Civil Service. I hereby delegate authority to the Human Resources Director and the Human Resources Manager in the Office of the Secretary to certify that each personnel transaction effected by this department complies with such laws and procedures. I furthermore charge the Human Resources Director and Human Resources Manager with the responsibility for establishing the necessary internal controls through his/her professional staff to make such a certification of compliance.

II. PURPOSE:

The purpose of this regulation is to establish a uniform policy regarding appointing authority approval, certification of compliance and adequate internal controls for all personnel actions.

III. APPLICABILITY:

This policy applies to the Appointing Authorities of the Offices of the Department of Natural Resources and to any delegated authorities pertaining to all personnel transactions.

IV. RESPONSIBILITY:

- a. The Human Resources Director shall determine the method by which the certification of compliance process is completed and documented. These procedures shall be established in writing and maintained in the Human Resources Division and are subject to the review of the Secretary and Undersecretary.

- b. The Human Resources Director is responsible for establishing the necessary internal controls to prevent fraud and to ensure personnel transactions comply with Civil Service law.
- c. The Human Resources Director and Human Resources Manager are responsible for certification of compliance of personnel actions.

VI. PROCEDURES:

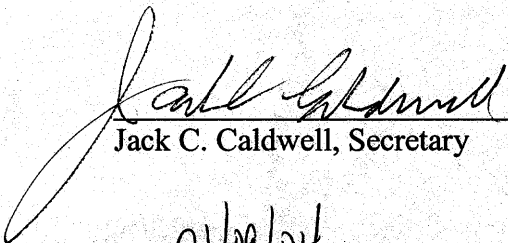
The DNR Human Resources Office will obtain a stamp that states “I certify that this personnel action is made in compliance of all Federal laws, Civil Service Rules and Department Policies.” The stamp will be placed on the Employee Notification form generated by ISIS HR and signed and dated by the Human Resources Director or Human Resources Manager who has obligated authority to certify compliance of personnel actions.

VII: EXCLUSIONS:

There will be no exceptions to this policy.

VIII: QUESTIONS:

Questions regarding this policy should be directed to the Human Resources Director.



Jack C. Caldwell, Secretary

01/09/04

Date